

SITE PLAN CHECKLIST	
Project Name:	Map #:                  Group:                  Parcel #:
Contact Person:	PC File Number:

The Site Plan checklist is designed to assist applicants with identifying the information that must be included on all Site Plan applications. If you are unsure of any item listed on this checklist, please refer to the Zoning Ordinance or Subdivision Regulations for additional information about the requirements. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply “N/A”. Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided. **Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Codes/Planning Department by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.**

- ☐ Date of pre-application meeting with Staff  
Date: \_\_\_\_\_ Staff Member: \_\_\_\_\_
- ☐ Agent letter if application not signed by the property owner
- ☐ Site Data Table listing: property owner name and address, developer’s names and address, property zoning, Tax Map and Parcel number(s), site address, yards, setbacks, existing and proposed use of the property, and other bulk regulation information including proposed ground coverage, floor area, and building heights
- ☐ Actual shape, location, and dimensions of the lot
- ☐ Legend
- ☐ Shape, size, and location of all buildings or other structures to be erected, altered or moved, and of any building or other structure already on the lot
- ☐ The existing and intended use of the lot and of all such building or other structures upon it, including the number of dwelling units the building is intended to accommodate
- ☐ Topographic features (contours not greater than 5 foot intervals)
- ☐ Location of all driveways and entrances
- ☐ Location of all accessory off-street parking areas to include a plot plan showing design and layout of such parking facilities where five or more accessory off-street parking spaces are to be provided and parking calculations
- ☐ Location of all accessory off-street loading berths
- ☐ Position of fences and walls
- ☐ Proposed building elevations and materials to be used on building facades and fences. Plans must show location of windows and courts
- ☐ Location of open space and details of required landscaping, screening and buffer yards materials to be installed; details of bufferyards
- ☐ Location, type, and size of proposed signs and signage package
- ☐ Proposed means of surface drainage, including drainage calculations and details of the proposed drainage facilities.
- ☐ Location/size of all easements (P.U.D.E.s.) and rights-of-way
- ☐ Certification of compliance with applicable Zoning Ordinance Performance Standards; GZO Sec. 13.02
- ☐ Statement of Financial Responsibility
- ☐ Location of areas subject to flooding and FEMA floodplain information and flood zone
- ☐ Percolation tests where subsoil sewage disposal is anticipated, if applicable
- ☐ Show/label the location of required yards, setback, and buffer yards on the site plan
- ☐ Label all adjacent property owners and developments even across rights-of-way
- ☐ Label zoning of surrounding properties even across rights-of-way
- ☐ Location, type, and size of proposed waste material collection facility and screening
- ☐ Location of HVAC equipment, details, and screening
- ☐ Photometric plan, including details and height of proposed fixtures
- ☐ Site plans prepared using Computer Aided Drafting and Design (CADD) shall be required to submit a digital file of the site plan
- ☐ Locations of detention/retention areas and Drainage Calculations